



JOB DESCRIPTION

Position Title: **Program Manager**

Working Title: **SGTV Operations Manager**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional, administrative and supervisory work providing technical and administrative management and hands-on support for Seminole Government Television (SGTV).

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for the production and broadcast of live, videotaped and scrolling text video productions. Responsible for video production, program development, facility design, scheduling, repair/maintenance management, staffing, training, intern and volunteer coordination, special project coordination and policy design and implementation.

Responsible for all creative and technical aspects of the government access production process including producing, shooting, directing, and editing a variety of government and educational based television programs.

Coordination and operation of all field and studio video and audio production equipment required to produce a finished program.

Establish coordinates, and reviews interaction with other County Departments and agencies in developing audio and video productions to promote, educate and inform citizens of programs, services and special events.

Communicates with supervisor regarding work schedules, the status of assigned projects and progress towards meeting program goals and objectives. This position may be required the incumbent to work a flexible schedule including evening hours and weekends.

Maintains all tape and equipment inventory and records as necessary.

Prepares recommendations for budget and controls expenditures from the approved budget.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of video and audio production equipment. Knowledge of live and taped programming formats. Considerable knowledge of video production, script writing and story board techniques. Knowledge of government and community standards for acceptable broadcast material and skill in judging appropriateness of material. Knowledge of statutes, guidelines, and regulations that relate to government access on a cable system. Basic knowledge of cable and fiber cable operations preferred.

Ability to produce and broadcast professional quality live, videotaped and scrolling text video productions. Ability to find and use outside resources to enhance station goals. Must have the ability to communicate effectively both orally and in writing. Must have the ability to establish and maintain effective working relationships with the community, vendors and other County departments. Must have the ability to work well under deadlines. Must have the ability to budget and schedule resources. Must have the ability to effectively interpret complex information. Must have the ability to work with elected officials, other governmental agencies, cable companies and the general public.

Must be skilled in the operation of cameras and video equipment and in shooting and editing video materials. Must be skilled in the use of computers and automated formats, field production and editing.

Bachelor's Degree in Mass Communications, Television Production, or a related field and a minimum of 5 to 7 years of broadcast production experience. Experience must include three (3) years of directing experience.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes working in an office and in the field. Duties performed may require prolonged sitting or standing. Incumbents in this position may be exposed to chemicals used in cleaning video equipment. Incumbent will carry equipment averaging fifty (50) pounds.